

**CAREER-LEVEL  
CERTIFICATION  
APPLICATION**

WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION  
19010 1ST AVENUE S. BURIEN, WA 98148  
(206) 835-7332 FAX (206) 835-7926

**PLEASE TYPE OR PRINT CLEARLY. DO NOT ABBREVIATE.**

To apply for Career-Level Certification, please complete all of the following information, and be sure to enclose all necessary documentation including an **Agency Organizational Chart**. Incomplete applications will be returned without processing.

(Last)	(First)	(MI)
Social Security Number		Current Rank or Title
Agency Name		Agency Phone Number
Agency Mailing Address	City	State Zip

**CERTIFICATION REQUESTED**

☐ First Level Supervision – WAC 139-25-110 (1)(a)

**NOTE:** Please carefully review WAC 139-25-110 to make sure you meet the requirements for the certification for which you are applying.

**CRIMINAL JUSTICE WORK EXPERIENCE**

Agency	Dates	Rank/Position

**FOR COMMISSION USE ONLY**

Received: \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

MTRS \_\_\_\_\_ CLC DB \_\_\_\_\_

Letter/Cert \_\_\_\_\_

Mailed \_\_\_\_\_

**CORE COURSES/CERTIFICATION COMPLETED**

(Applicant must provide certificates of completion, agency training record or CJTC's training record) Training must have been completed within 4 years of this application being submitted. Skills, knowledge and abilities for each competency are listed in detail on page 3 of this application.

### **CERTIFICATION**

☐ First Level Supervision Date Completed: \_\_\_\_\_

### **PLANNING AND MANAGEMENT**

Course Title:	
Hours:	Date Completed:

### **COMMITMENT TO SAFETY**

Course Title:	
Hours:	Date Completed:

### **COMMUNICATIONS**

Course Title:	
Hours:	Date Completed:

### **ETHICS AND INTEGRITY**

Course Title:	
Hours:	Date Completed:

### **CRITICAL THINKING AND PROBLEM SOLVING**

Course Title:	
Hours:	Date Completed:

### **LEADERSHIP**

Course Title:	
Hours:	Date Completed:

### **INTERPERSONAL SKILLS**

Course Title:	
Hours:	Date Completed:

### **SERVICE ORIENTATION**

Course Title:	
Hours:	Date Completed:

<b>Planning and Management</b>	<ul style="list-style-type: none"> <li>• Developing action plans</li> <li>• Measuring performance</li> </ul>	<ul style="list-style-type: none"> <li>• Setting Priorities</li> <li>• Establishing obtainable goals</li> </ul>
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